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APPLICATION FOR FEE WAIVER

As stated in the Maricopa County Environmental Health Code, "No permit shall be issued, and no permit is valid, until the permit fee is received by the Department, except that the operator of a charitable nonprofit establishment (which operates to provide relief solely to the poor, distressed or underprivileged) may apply to the Board of Health for a waiver of permit fee. A waiver of fee may be granted only to the operator of an establishment, which maintains a current 501(c)(3) tax exempt designation from the Department of Treasury, Internal Revenue Service, who demonstrates to the Board of Health that payment of said fee will cause financial hardship. Board of Health granted fee waivers expire pursuant to the required permit listing in section c of this regulation. Application for a permit fee waiver shall be made using forms provided by the Department."

In addition, "A waiver of fees associated with the administering and issuance of a food service worker card in compliance with A.R.S. § 41-1080, may be granted to the operator of an establishment, which maintains a current 501(c)(3) . . . or a current student, enrolled in a K-12 culinary school program or other similar curriculum based programs requiring a food service worker card from their students . . . The sponsoring school district must demonstrate to the Board of Health that payment of said fee will cause financial hardship."

Fee waiver applications are presented to the Board of Health by the Maricopa County Environmental Services Department for processing. Expired permits are not eligible for fee waiver consideration, e.g., fee waiver applications submitted for Temporary Food Service Establishments after the event date. Send the completed application and supporting documentation to the Maricopa County Environmental Services Department, 1001 N. Central Avenue, Suite 695, Phoenix, Arizona 85004.

ORGANIZATION'S OPERATOR/MANAGER: _____

ORGANIZATION'S NAME: _____

ORGANIZATION'S MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PERMIT TYPE: (e.g., restaurant) _____

PLEASE SUBMIT A COPY OF YOUR CURRENT 501(c)(3) TAX EXEMPT DESIGNATION LETTER AND TAX FORM 990 WITH THIS APPLICATION. IF YOU DO NOT HAVE A TAX FORM 990 THEN PLEASE SUBMIT A CURRENT FINANCIAL STATEMENT. THIS DOES NOT APPLY TO SPONSORING SCHOOL DISTRICTS.

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WHAT SERVICES ARE PROVIDED BY THE ESTABLISHMENT SOLELY FOR THE POOR, DISTRESSED OR UNDERPRIVILEGED? (NOT APPLICABLE TO SPONSORING SCHOOL DISTRICTS)

DOES YOUR ORGANIZATION PERFORM ANOTHER FUNCTION TO THE COMMUNITY IN ADDITION TO ASSISTING THE POOR, DISTRESSED OR UNDERPRIVILEGED? _____ IF YES, DESCRIBE THE ADDITIONAL FUNCTION(S). (NOT APPLICABLE TO SPONSORING SCHOOL DISTRICTS)

HOW WILL THE PERMIT FEE PAYMENT CAUSE FINANCIAL HARDSHIP FOR THE ORGANIZATION (OR STUDENTS IN A SPONSORING SCHOOL DISTRICT)?

NUMBER OF FOOD SERVICE WORKER CARDS TO BE FEE WAIVED (If Applicable) _____

As the responsible agent for the above mentioned organization, I certify the information on this application and the attached document(s) is true and correct.

APPLICANT'S PRINTED NAME: _____ DATE: _____

APPLICANT'S TITLE: _____

APPLICANT'S PHONE: _____

APPLICANT'S SIGNATURE: _____

APPLICATION FOR FEE WAIVER

INSTRUCTIONS

- Applicants must be a nonprofit establishment holding a current 501(c)(3) or a sponsoring school district with a K-12 culinary arts school program
- If the applicant is a nonprofit establishment they must provide relief solely for the poor, distressed or underprivileged
- Applicants must demonstrate that payment of permit fee or fees associated with administering and issuance of a food service worker card will cause financial hardship

The following must be submitted to Jeannie Taylor 3 weeks before the next scheduled Board of Health meeting.

1. Completed fee waiver application.
2. For nonprofit organizations, a copy of the organization's current 501(c)(3) and a copy of the organization's current federal tax form 990 or yearly financial statement.
3. For Sponsoring School Districts, documents demonstrating that payment of the food service worker card fee will cause financial hardship to the student.
4. Permit number(s) or copy of the permit invoice(s) showing permit fees you are requesting to be waived. Not applicable for food service works cards.

The Board of Health is scheduled to meet on the 4th Monday in January, April, July and October